

MONTANA STATE PRISON
600 Conley Lake Road
Deer Lodge, MT 59722
INTERNAL/EXTERNAL

Job Title: Substance Abuse Counselor
Position Number: 22619
Classification Code: 21115
Division: Montana State Prison
Department: Corrections
Location: Deer Lodge
Supplement Required: No

Pay Band: 5
Salary: \$19.56/hr.
Bargaining Unit: MFSE
Shift: 8 a.m.- 4 p.m.
Days Off: Sat./Sun.
Status: Permanent/Full-time

Application Deadline: To apply, submit a **State of Montana Application** to Montana State Prison, Personnel Office, 600 Conley Lake Road, Deer Lodge, MT. 59722. Applications due by 5:00 p.m. **December 15, 2006**. Attach a copy of the required license or professional certificate and Authorization for Release of Information forms from Chemical Dependency Certification Program and Department of Corrections.

Special Information: Upon employment, successful completion of Basic Pre-Service Training for Prison employees. Must be able to respond in the event of an emergency; able to work under stressful and potentially dangerous conditions. **LAUTENBERG AMENDMENT:** This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (Title 18, U. S. C., Section 922(g)(91)). Candidate who have been convicted of a misdemeanor crime of domestic violence are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (Title 18, U. S. C., Section 1001).

Typical Duties: Assess the chemical dependency treatment needs of incarcerated inmates and provide primary treatment and case management in this area within the guidelines set forth by the state Alcohol and Drug Abuse Division; identifies and evaluates substance abuse treatment needs; identifies secondary issues of clients; makes decisions to admit clients to treatment; makes recommendations to discharge clients who are not meeting rules of conduct or meeting their treatment plan goals; designs and conducts primary treatment plans to identify course of action for inmate's participation in groups; conducts individual and group therapy sessions; documents therapeutic interventions with clients; develops discharge plans; facilitates patient aftercare planning; writes chemical dependency assessments; consults with staff concerning confusing or difficult cases; maintains case files, progress notes and other documentation; prepares letters and correspondence as required.

Qualifications: Requires a working knowledge of substance abuse therapy techniques, interview skills and problems associated with substance abuse, antisocial personality, and corrections system. Ability to develop programs, lead group therapy, provide individual treatment, make differential diagnosis of substance abuse, establish and maintain effective working relationships with employees, supervisors and inmates, to communicate effectively in writing and develop treatment plans. Ability to respond to crisis situations involving substance abuse.

Education & Experience: The above qualifications are typically acquired through a BA degree in alcohol and drug studies, psychology, social work, counseling, or related field from an accredited institution; or an associates of arts degree in alcohol drug studies, chemical dependency, or substance abuse from an accredited institution; or graduation from a formalized chemical dependency counselor training program which is at least one year in duration; and 2000 hours of supervised work experience in chemical dependency counseling in a state approved chemical dependency program, an internship supervised by the college or university and endorsed by the Department or a similar program recognized under the laws of another state. Incumbent must have or be registered for Montana Chemical Dependency Counselor Certification through the Montana Department of Public Health and Human Services within 30 days of hire. Work experience must include experience in the 12 core functions including screening, intake, orientation, assessment, treatment planning, individual and group counseling, case management, crisis intervention, client education, referral, record keeping, and consultation with other professionals.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Compensation: This position is classified as a pay band 5 on the state's general pay matrix. The current annual salary is \$40,703.52. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact the Personnel Office at (406)846-1320.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment, (PD-25, Rev 12/93). Applicants claiming the Veteran's and Handicapped Person's Employment Preference (see State Application for Employment, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS certification of Disability form.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted. A Behavioral interview may be part of the interview process. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

All new employees are subject to a minimum of 6 months probation.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete or unsigned applications will be rejected as incomplete and will not be considered.

AUTHORIZATION FOR RELEASE OF INFORMATION

TO: **CHEMICAL DEPENDENCY CERTIFICATION PROGRAM**

FROM: _____ (licensee)

_____ (address)

The undersigned hereby authorizes the Professional and Occupational Licensing Division of the Montana Department of Commerce to release and permit the examination of and copying of or reproduction in any manner by:

NAME: _____

ADDRESS: _____

PHONE: _____

of all or any portions desired by her/him of any and all records, investigations, reports, files or other information they request regarding the Program file(s) before the Program of:

CHEMICAL DEPENDENCY CERTIFICATION.

The undersigned hereby relinquishes and waives any right of privacy including any other privileges, claims or actions against the Professional and Occupational Licensing Division, Department of Commerce, and State of Montana, and its boards, agents and employees in providing such information to the person(s) named above.

DATED: this _____ day of _____, 20____.

Signature

STATE OF MONTANA)
COUNTY OF _____) SS

On this _____ day of _____, 20____, personally appeared before me, a Notary Public for the State of Montana, _____, who is known to me as the person whose name appears in the foregoing document and s/he acknowledged to me that s/he executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal.

(SEAL)

Notary Public, State of MT
My commission expires:

DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION

Applicants Name: _____
(please type or print)

Other Names Used: _____

Social Security Number: _____

Date of Birth: _____

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my past work record.

I hereby authorize the Department of Corrections to contact any or all of my present or past employers and/or personal references. I also authorize the Department to conduct a criminal background check via a law enforcement agency and an abuse, neglect or mistreatment check through the Department of Public Health and Human Services. I release the Department, these employers and/or references from any liability, which may relate to the information provided to the Department of Corrections. I understand that the purpose of this background check is for employment purposes only.

Have you ever been convicted of Domestic Abuse, either a Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

This authorization shall be valid and effective for one year from the date signed.

Applicant's Signature: _____

Date: _____